

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M163

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Agency  
City of Frederick

Division/Unit  
Police/Administration

Item No	Description	Retention
	<b>Budget retention through Time Sheets/Leave records are Police Department standard retentions</b>	
1	Budgets	Retain 3 years, then destroy
2	Daily bulletin	Retain master in Records for 1 year, then destroy; retain computerized version until updated or superseded, then destroy
3	General orders – field, administrative and standard operating procedures	Retain by originating authority for 3 years after superseded, rescinded or cancelled, then destroy; retain copies until updated or superseded, then destroy
4	Manuals/references - general.	Retain until updated or superseded, then destroy
5	Personnel files	Send originals to the Police Human Resources depart. as created; retain copies until employee terminates, then send file immediately to Police HR depart; HR to retain for 3 years after termination, then destroy
6	Time sheets/Leave records	Retain for 3 years, then destroy Payroll to retain for 3 years, then destroy

Approved by Department, Agency or Division Representative

Date March 18, 2002

Signature 

Type Name Harold L. Domer, Jr. - Captain

Title Acting Chief of Police

Schedule Authorized by State Archivist

Date MAR 25 2002

Signature 

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Item No	Description	Retention
	<u>Professional Standards starts here:</u>	
7	Internal investigations – administrative hearing material	Retain for 5 years after separation of service unless exempted by the Law Enforcement Officer's Bill of Rights, then destroy
8	Correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
9	Status quo, copy – documented released stops (no traffic)	Retain for 3 years, then destroy
10	Use of force reports – formerly in incident reports	Retain for 5 years after incident, then destroy; retain statistical information for 10 years, then destroy
11	Alphabetical file – computer information, procedural information, training class information	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

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Item No	Description	Retention
	<u>Training starts here:</u>	
12	Training files – academy attendees tests, exercises, class experience, advanced training certificates, in-service and department-provided advanced training tests	Retain Frederick Police Dept. employees' files until termination of employee then transfer immediately to Human Resources. Retain outside agency employees' files for 2 years after graduation from Academy and until completion of MPCTC audit requirements, then transfer to Human Resources office of the employing agency.
13	Lesson plans	Retain 25 years after obsolete, then destroy.
14	Master file – academy – correspondence, quizzes, check-off of accomplishments, schedules, syllabus, attendee list, grade books/lists	Retain 35 years, then destroy.
15	In-service files – training for current officers – actual class content, schedules, syllabus, quizzes, attendee lists, grade books/lists, outside agency attendee tests	Retain 35 years, then destroy.
16	Fire arms scores	Retain 3 years and until all audit requirements have been met, then destroy
17	Citizen police academy – class schedules, attendance rosters, correspondence, certificate copy, applications	Retain for 5 years, then destroy
18	Instructor certifications – application, evaluation, renewals information	Retain until employee terminates, then transfer immediately to Human Resources

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Item No	Description	Retention
19	Range file – building plans, changes, correspondence, agreements	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain plans for life of structure, plus 3 years, then destroy. Retain agreements until they are no longer in effect, plus 3 years, then destroy.
20	Training tapes	Retain until updated or superseded, then destroy
	<u>Human Resources starts here:</u>	
21	Personnel files – employees	Retain 3 years after employee termination, then destroy
22	Personnel files – volunteer auxiliary	Retain for 3 years after termination, then destroy
23	I-9s	Retain for 3 years after date of hire or 1 year after date of termination, whichever is later, then destroy
24	W-4s	Retain for 3 years after termination, then destroy
25	General files correspondence – scholarships, rosters, officer specializations, MD police training commissions	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

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Item No	Description	Retention
26	Manuals – recruiting, Human Resources commission, procedures, rules and regulations	Retain until updated or superseded, then destroy
27	Applications – civilian and police	For jobs of a temporary nature, retain for 90 days, then destroy; for jobs of a permanent nature, retain for 2 years, then destroy
28	Medical files	Retain for 30 years after termination, then destroy
29	Promotion process – tests, assessment exercises, potential ratings	Retain individual results until appeals process is met and grievances are resolved, then destroy. Retain Master File Promotional Materials for 3 years or until expiration of eligibility list, then destroy.
30	Background investigations	Retain for 3 years after termination, then destroy
31	Psychological exams	After employee terminates, add to medical file and retain for 30 years, then destroy
32	Selection process logs – academy – initial contacts, tests, scores, interviews, status of steps	For jobs of a temporary nature, retain for 90 days, then destroy; for jobs of a permanent nature, retain for 2 years, then destroy
33	MW 507	Retain 3 years and until all audit requirements have been met, then destroy
	<u>Accreditation starts here:</u>	
34	Lawsuits	Retain 10 years after final settlement, then destroy
35	Projects – secondary employment, ADA, policies, workload analysis	Retain until updated or superseded, then destroy

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Item No	Description	Retention
36	Grants – Neighborhood Services Officer, Drug and Gang Analyst, mobile date project, local law enforcement block grants, cops fast	Retain life of grant plus 5 years and until all audit requirements have been met, then destroy
37	Accreditation files – standards and proofs of compliance	Retain until updated or superseded, then destroy
38	General information correspondence – news clippings, memos to file	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives.
39	General files – Police Council, overtime court expenditures, Law Enforcement on Line Sergeant staff meeting, minutes (copies), special events, UHURU Movement	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives
	<u>Fiscal Affairs starts here:</u>	
40	Grants	Retain for life of grant plus 5 years and until all audit requirements have been met, then destroy.
41	Automobile Records	Retain for life of vehicle ownership, then destroy.
42	Dissemination Logs	Retain for 3 years, then destroy

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Item No	Description	Retention
43	Purchase Orders	Retain for 3 years, then destroy